



America's Water, Coffee & Tea Service Company

Thank you for allowing DS Services (DSS), dba Crystal Springs Water to service your hydration stations for the (State of Delaware) account.

We are looking forward to servicing the numerous agencies that will be taking advantage of the (State of Delaware) water account pricing.

Please complete the attached water set up form and we will work to expedite your water service request. Based on our contract we will require a purchase order prior to establishing service at your location. For more details regarding location set up and ongoing service please see below.

Vendor Information:

DS Services of America, Inc.
Dba Crystal Springs Water

Water Service Details:

- Hot and Cold Water Cooler - \$1.99 (top load) \$3.99 (bottom load)per month
- Bottle Water Delivery- \$4.00-5G Purified \$4.50-5G Spring
- Cups - \$2.99 per sleeve 7oz plastic cups (50ct)
- Cups-\$1.05 per sleeve 10oz foam (25ct)
- Filtration - \$24.99 per month
- Delivery of water is Every Two or Four Weeks

All Requests for Water, Equipment and PO's should be sent to (see below):

OnboardingCS@dsservices.com

Begin Subject Line with **(Customer Name)**

Location Detail (Requirements):

- Location Name
- Location Address
- Location Contact's Name, Phone and Email Address
- Hours of Operation
- Number of Coolers at each Location
- Number of Bottles for 1st Delivery at each Location
- Any special instructions to gain entry for delivery?
- Any Additional Identifiers of Location (Kitchen/ Break room, 1st Floor Lobby, etc.)
- Corresponding Purchase Order, including:
 - Start/Expiration Date
 - Amount
 - Details of PO coverage (Water, Cooler, Locations covered)



America's Water, Coffee & Tea Service Company

Billing Detail (Requirements):

- Purchase Order
- PO Contact details:
 - Name
 - Address
 - Email
 - Phone
- Billing Address
- Billing Contact
- Billing Contact's Name, Phone and Email Address
- E- Invoice (email address for paperless invoicing)

For additional questions regarding your account please see the KEY Account Manager and Onboarding (Setup) information below.

Account Manager Information:

Sharyea Jackson, Key Account Manager
Email: sjackson@dsservices.com
Phone: 678-486-3503

Account Onboarding (Setup) Information:

Naomi Alfred, Onboarding Manager
Email: OnboardingCS@dsservices.com
Phone: 678-486-3454